



**COMMONWEALTH OF VIRGINIA**  
**Department of Criminal Justice Services**

P.O. Box 1300 • Richmond, VA 23218

Phone: (804) 786-4700 • Fax: (804) 786-6344 [www.dcjs.virginia.gov/pss](http://www.dcjs.virginia.gov/pss)

Status Hotline  
(804) 786-1132  
1-877-9STATUS

**Bail Enforcement Agent – INITIAL LICENSE APPLICATION – 2 YR LICENSE FEE \$200.00**

**Applicant Information**

SSN or DCJS ID Number:	Last Name:	First Name:	MI:
Business Name:			
Trading As:			
Mailing Address (Street/Apt.#):		City, State, Zip:	
Physical Address (if different than Mailing Address):*		City, State, Zip:	
Email Address:			
Home Phone: (    )	Business Phone: (    )	Fax: (    )	

**NOTE:** The business name and physical address provided will be posted on the [DCJS Bail Bondsmen Directory](#) webpage according to [Virginia Code § 9.1-185.17](#).

\*If this is also your home residence and you do not wish to have this information posted, please check here: ☐

**Eligibility Determination – Please answer each question**

1. Do you have a high school diploma or GED?	<input type="checkbox"/> YES    Date received: <input type="checkbox"/> NO    If NO, you are <b>not eligible</b> .
2. Are you an employee of a local or regional jail; sheriff's office; state or local police department; or an employee of a Commonwealth's Attorney's Office, Department of Corrections, Department of Criminal Justice Services (DCJS), or a local community corrections agency?	<input type="checkbox"/> YES    If YES, you are <b>not eligible</b> . <input type="checkbox"/> NO
3. Have you submitted fingerprints to DCJS for a Criminal History Check for the purpose of obtaining a bail enforcement agent license within the previous 90 days of this application?	<input type="checkbox"/> YES <input type="checkbox"/> NO    If NO, you are required to submit a <a href="#">Fingerprint Application Form</a> , a fingerprint card and \$50.00 processing fee for a national and state criminal history check. Please be aware that you may not be eligible for licensure if you have previous convictions.
4. Have you satisfactorily completed all required mandated entry-level training?	<input type="checkbox"/> YES <input type="checkbox"/> NO    If NO, a license cannot be issued until training has been completed. For more information training, go to <a href="http://www.dcjs.virginia.gov/pss/trainingSchools/index.cfm">www.dcjs.virginia.gov/pss/trainingSchools/index.cfm</a> .

5. Have you had your photo taken by a certified training school or with DCJS?	<input type="checkbox"/> YES Date completed: _____ Training School: _____  <input type="checkbox"/> NO <b>If NO</b> , you MUST schedule an appointment to have your photo taken at an approved photo site in order for your license to be issued upon final approval. For a list of available photo sites, please view our website <a href="http://www.dcjs.virginia.gov/pss">www.dcjs.virginia.gov/pss</a> .
6. Are you going to carry or have access to a firearm while on duty?	<input type="checkbox"/> YES <b>If YES</b> , you MUST also submit an application and fee for a <a href="#">Firearms Endorsement</a> and complete all required firearms training.  <input type="checkbox"/> NO
7. Have you, your employees, or your firm committed any act or omission which resulted in a license or legal credential being suspended, revoked, non-renewed or being otherwise disciplined in any local, state (including Virginia) or national regulatory body?	<input type="checkbox"/> YES <b>If YES</b> , attach copies of any correspondence or documentation related to this matter to include the name of the jurisdiction in which it took place, the license number, and the name of the business/individual involved. Provide an explanation of the events, including a description of the disciplinary proceeding and the type of sanctions that were imposed.  <input type="checkbox"/> NO

<b>Affirmation</b>
<p>I, the undersigned, certify that all information contained on this application is true and correct to the best of my knowledge and I have not omitted any pertinent information. I understand that any misrepresentation, falsification or omission of pertinent information may be cause for denial and may result in criminal charges. I understand that I am responsible for maintaining full compliance with <i>Virginia Code</i> Sections and the Regulations Relating to Bail Enforcement Agents.</p> <p>Print Name: _____</p> <p>Signature Required: _____ Date: _____ mm/dd/yy</p>

<p><b>CHECK LIST OF ITEMS TO INCLUDE:</b></p> <p><input type="checkbox"/> <b>Initial License Fee — \$200.00</b></p> <p><input type="checkbox"/> If applicable, <a href="#">Fingerprint Application Form</a>, Fingerprint Card and Fee — <b>\$50.00</b></p> <p><input type="checkbox"/> If applicable, <a href="#">Firearms Endorsement Application</a> and Fee — <b>\$10.00</b></p> <p><input type="checkbox"/> If applicable, copies of correspondence required in Question 7.</p> <p style="text-align: right;"><b>TOTAL FEES ENCLOSED: _____</b></p>
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***All fees are non-refundable. Applications received without payment will be returned.***

Submit a check or money order payable to the TREASURER OF VIRGINIA,  
or pay by credit card using the [Credit Card form](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf) available at [www.dcjs.virginia.gov/forms/privatesecurity/pss\\_cc.pdf](http://www.dcjs.virginia.gov/forms/privatesecurity/pss_cc.pdf)  
— this form must be included with your application package when paying by credit card.

## **BAIL ENFORCEMENT AGENT INITIAL LICENSE APPLICATION CHECKLIST**

Please use this checklist to ensure you include the appropriate documentation with your application.

- ☐ Initial Bail Enforcement Agent License Application
- ☐ Fingerprint Processing Application
  - ☐ Fingerprint Card
  - ☐ Acceptable Documents to Verify Legal Presence
  - ☐ Criminal History Supplemental Form (if applicable)
- ☐ Bail Enforcement Agent Firearms Endorsement Application (if applicable)